

Create Vibrant Online Training Materials for Local Staff in Community Liaison Offices Worldwide



Project Title	Create Vibrant Online Training Materials for Local Staff in Community Liaison Offices Worldwide
Project Summary	Using information provided by the Family Liaison Office in Washington D.C., create a series of short visually interesting lessons (less than one hour each) that locally employed staff at embassies and consulates can use online to continue their education about office goals and responsibilities.
Country	United States
Agency	Department of State
DoS Office	HR/FLO
Post	N/A
Section	N/A
Number of Interns	2

Project Description

Locally employed staff members are a crucial part of many Community Liaison Offices at U.S. diplomatic missions around the world. These staff members create continuity in an office that sees American staff members come and go. They also often serve as a gateway to the host country through their language skills and knowledge of local culture. As a key component to many CLO offices worldwide, we would like to create a series of training modules to increase their understanding of the State Department's mission, the role of the Community Liaison Office, and their responsibilities as a part of that team. Using information provided by the CLO Program office in Washington D.C., the e-intern will create a series of short visual modules (30-45 minutes each) covering a variety of topics. Each module should be interactive and engaging for adult learners. It is essential to keep in mind that English is not the primary language for many in the target audience, so language usage will need to be carefully considered and visual representations of major points throughout the lessons are imperative. Possible module topics may include (but are not limited to): Funding for CLO Programs; Planning Successful Community Events; Rules for Handling Money and Donations; Being Part of a Successful CLO Team.

Desired Skills Interests

Additional Information

The ideal candidate would have knowledge of the unique challenges of adult learning in an online environment, as well as the ability to create coursework that conveys the necessary information in a format/style accessible to learners for whom English is a second language. The ideal candidate would also have an understanding of and access to current online curriculum development programs, finding and using one suitable to the project. (We are looking for something more engaging and relevant than PowerPoint!) Applicants considering this exciting opportunity should consider visiting the Family Liaison Office's website at <https://www.state.gov/m/dghr/flo/c1964.htm> to learn more about the role of Community Liaison Offices worldwide.

Language Requirements

None